

OFFICE OF INFORMATION SERVICES  
FY 1984 FIVE-YEAR PLAN

INTRODUCTION

This five-year plan is designed to meet the Office of Information Services' requirements in FY 1984 through FY 1988 in support of Directorate goals. The assumptions delineated here are based on the latest version of those related to the overall Directorate.

ASSUMPTIONS

1. The need for electronic information handling systems will continue to grow during the foreseeable future. There will be a corresponding increase in the requirement to train people concerning automated registry systems during this period. The effective use of these systems will be achieved through the training and proper utilization of existing personnel resources since few additional careerists will be available through this five-year period.
2. Preparations for the movement of components to the new building will require the restructuring of traditional registry services, the centralization of many registry-type activities, and retraining of registry personnel.
3. We will continue to operate from the Ames Building during the next three years. Planning for moving to the new Headquarters building will begin in FY 1985 as more information on location and space allocations becomes available.
4. Better word processing and other automation systems will become available and permit improvement in the quality and quantity of production. New equipment and new procedures in office automation will require additional training to increase the efficiency of utilization and provide career enhancement for the personnel involved.
5. There will be a continuing need to manage an Agency regulation, handbook, and notice system.
6. There will be a continuing need for emergency and long-range planning to meet the changing needs of the Agency and to ensure the proper protection of records vital to the continued operation of the Agency.

7. Theoretically, changes in the Freedom of Information Act (FOIA) should reduce the time and work required to comply with this law. Despite this, we still will be burdened with a large number of requests and must continue to support the provisions of the Privacy Act (PA) and the mandatory review provisions of Executive Order 12356. Notwithstanding, Congress and the DCI will be expect not only improvement in processing these requests but the development of a program to give historians improved access to Agency material of topical interest.

#### GOALS

1. Continue to develop the MI Career Sub-Group to provide the maximum possible support for its members through training, job assignments, improved communications, and the administration of an equitable promotion policy. Design the total program to be responsive to the needs of the Office while asserting affirmative action and assuring equal opportunities for members of the career Sub-Group.
2. Consolidate Divisions in contiguous office space to increase communication and managerial efficiencies.
3. Organize a Planning Staff to develop programs which enhance the management of information handling and the application of advanced techniques for the storage and protection of permanent record material.
4. Make optimum use of available equipment and systems for word processing, electronic storage, retrieval, and control of information, as well as for access to and protection of vital and archival records. Continue planning to assure the proper maintenance and modernization of these systems and facilities and avoid duplication. Plan for the use of future systems, specifically those associated with mass storage of information.
5. Provide an office environment which will be pleasing to employees and conducive to increasing efficiency in production, improving morale, and enhancing safety and security within the workplace.
6. Improve, where possible, the capability of the Agency to respond in a timely and consistent manner to requests for review or release of Agency information, as required by statute, Executive order, or Agency regulation.
7. Continue to develop and maintain a program of records management which provides for control over the creation, maintenance, use, and disposition of all Agency records; develop and encourage the application of standards, procedures, and techniques designed to improve the management of records; ensure the maintenance and security of records of permanent value; and facilitate the segregation and ultimate destruction of records of temporary value.

OBJECTIVES

1. Manage the development and utilization of the MI Career Sub-Group by providing opportunities for all members to attain their fullest potential through an effective career enhancement program.

2. Provide for effective controls over the creation, maintenance and use, and disposition of Agency records; develop and encourage the application of standards, procedures, and techniques to improve the management of records; ensure the maintenance and security of records of permanent value; and facilitate the disposal of records of temporary value.

3. Maintain and refine the capability to respond in a timely, consistent manner to requests for release of Agency information as required by statute or Executive Order.

4. Ensure that the Agency's Regulatory Issuance System is managed properly and effectively in conformance with statutes, Executive orders, and Agency policy and monitor instructions and directives issued by Agency components based on Agency regulations to ensure compliance with Agency policy.

5. Conduct a program for the classification review of official and non-official documents submitted by Agency components, current and former employees, and of official and non-official documents submitted by other U.S. Government organizations, including the National Archives and Records Service.



Director of Information Services

APPROVED:



Deputy Director for Administration

11-3-83  
Date

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OBJECTIVE I

Manage the development and utilization of the MI Career Sub-Group by providing opportunities for all members to attain their fullest potential through an effective career enhancement program.

Milestones

1. Expand sponsorship for training to broaden employees' knowledge and capabilities through attendance at professional conferences, symposia, trade fairs and demonstrations, in addition to specialized external training courses.
2. Increase direct contacts with MI supervisors throughout the Agency by scheduling periodic group meetings to discuss changing requirements, managerial plans, possible problems, and perceptions of esprit de corps.

X - Actual

Office: Office of the Director of Information Services

Objective Statement: Define the development of MI Career Sub-Group through observation, planning, and training.

Responsible Officer: Significant Funding Amount: \$  FY 84

Date Submitted: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Begin increased external training in specialized areas.	0											
Hold discussion meetings on policy and managerial situations with MI supervisors.	0	0	0				0			0		
Hold general office discussion meetings with cross-section of MI careerists by revolving invitations.		0		0		0		0		0		
Visit component registries for orientation and procedural discussions.	0	0	0	0	0	0	0	0	0	0	0	0
Complete FY84 program for specialized external training.												0

OBJECTIVE II

Provide for effective controls over the creation, maintenance and use, and disposition of Agency records; develop and encourage the application of standards, procedures, and techniques to improve the management of records; ensure the maintenance and security of records of permanent value; and facilitate the disposal of records of temporary value.

Milestones

1. Complete the audit of the Top Secret collateral material which is charged to Agency components.
2. Complete the transfer of the full responsibility for inputting data into the Agency Archives and Records Center Inventory System (ARCINS) to the Archives and Records Center Branch.
3. In conjunction with ODP, OL, and OC, establish requirements for standard Information Service Centers to be located in the new Headquarters building.
4. Develop a contingency plan which will accommodate the storage of Agency records in the event that the Agency Archives and Records Center runs out of storage space.
5. Establish an Information Service Center and a related training program in Ames Building.
6. Complete the disposition of Agency component records in accordance with the updated records control schedules.
7. Complete the updating of the DA vital records schedules which are necessary to support Directorate operations during local disasters.
8. Complete the disposition scheduling of ADP records in DA components.
9. Train two information management auditors and conduct two Agency component audits.
10. Complete the Definition Phase and the Preliminary System Design Phase of The Records Information Systems Project and begin its Detailed System Design.

O - Scheduled  
X - Actual

Office: Office of Information Services  
Objective Statement: Maintain and Improve the Agency's Records Management Program  
Responsible Officer:   
Significant Funding Amount: \$  FY 84  
Date Submitted: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Complete the audit of Top Secret collateral material that is charged to Agency components.			0									
Transfer the full responsibility for inputting data into the Agency Archives and Records Center Inventory System to the Archives and Records Center Branch.				0								
Establish requirements for standard Information Services Centers in the new Headquarters Building in conjunction with ODP, OL, and OC.							0					
Develop a contingency plan to accommodate the storage of Agency records in the event that the Agency Archives and Records Center runs out of storage space.									0			

U - Scheduled  
- Actual

Office: Office of the Director of Information Services

Objective Statement: Maintain and improve the Agency's Records Management Program...

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ \_\_\_\_\_ FY 84

Date Submitted: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish Information Services Center and a related training program in Ames Building.									0			
Complete the disposition of Agency component records in accordance with updated records control schedules.*												0
Complete the updating of DA vital records schedules necessary to support Directorate operations during local disasters.												0
Complete the disposition scheduling of ADP records in DA components.												0

\* Completion of this activity is contingent on NARS and SSCI approval of new Agency records control schedules by 30 June 84.



O - Scheduled  
X - Actual

Office: Office of Information Services  
Objective Statement: Maintain and Improve the Agency's Records Management Programs  
Responsible Officer:   
Significant Funding Amount: \$  FY 84  
Date Submitted: 30 September 1983

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Complete the training of two information management auditors and conduct two Agency component audits.												0
Complete the Definition Phase and the Preliminary System Design Phase of The Records Information Systems Project and begin its Detailed System Design.												0

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OBJECTIVE III

Maintain and refine the capability to respond in a timely, consistent manner to requests for release of Agency information as required by statute or Executive order.

Milestones

1. Plan for the implementation of partial FOIA relief and improve the response time.
2. Provide an action plan to eliminate the backlog and report to Congress on the results.
3. Complete the revision of the Agency FOIA handbook [ ] and Code of Federal Regulations including the addition of legislative changes to FOIA, as appropriate.
4. Conduct the annual FOIA/PA conference.

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O - Scheduled  
X - Actual

Office: Office of the Director of Information Services

Objective Statement: Maintain and refine the capability to respond in a timely, consistent manner to requests for release of Agency information as required by statute or Executive order.

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ [REDACTED] FY 84

Date Submitted: 30 September 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Plan for the implementation of partial FOIA relief and improve the response time.		0										
Provide an action plan to eliminate the backlog and report to Congress.				0								
Complete the revision of Agency handbook and CFR including the addition of legislative changes to FOIA, as appropriate.						0						
Conduct the annual FOIA/PA conference.											0	

OBJECTIVE IV

Ensure that the Agency's Regulatory Issuance System is managed properly and effectively in conformance with statutes, Executive orders, and Agency policy and monitor instructions and directives issued by Agency components based on Agency regulations to ensure compliance with Agency policy.

Milestones

1. Complete the program for revalidation and revision, as appropriate, of all Headquarters regulations and Field regulations issued prior to 1980.
2. Develop machine procedures to interface with other offices involved in the initiation, coordination, and production process of regulations development so that automated editorial processing will be possible.
3. Reconcile the numbering sequence of Agency notices and handbooks with the numbering sequence of the Headquarters and Field regulatory issuances, wherever possible.

-1 - Scheduled  
X - Actual

Objective Statement: Update all HR's and FR's issued prior to 1980

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Date Submitted: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Process regulations for revision or revalidation		0	0		0							
Complete Agency - wide coordination					0							
Submit to P&PD for printing						0						

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X - Actual

Office: Office of Information Services - Regulations Control Division  
Objective Statement: Update all HR's and FR's issued in 1980  
Responsible Officer:   
Significant Funding Amount: \$  FY   
Date Submitted: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Schedule Agency components to submit regulations for revision and revalidation	0											
Process regulations					0			0				
Complete Agency - wide coordination										0	0	
Submit to P&PD for printing											0	0

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X - Actual

Office: Office of Information Services - Regulations Control Division  
Objective Statement: Initiate Automated Editorial Processing of Regulatory Issuances  
Responsible Officer:   
Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_  
Date Submitted: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Complete installation, connection, and test of telecommunications link			0									
Train RCD personnel in Wang and VM file exchange				0								
Initiate pilot program to develop procedures for editorial processing of issuances on Wang					0							
Order additional work stations								0				
Install work stations for all editors and implement basic editorial processing of issuances on Wang											0	

O - Scheduled  
X - Actual

Office: Office of Information Services - Regulations Control Division  
Objective Statement: Repaginate HR's so that all begin with page one  
Responsible Officer:   
Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_  
Date Submitted: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Notify all distribution officers of numbering change	0											
Complete numbering change											0	



OBJECTIVE V

Conduct a program for the classification review of official and non-official documents submitted by Agency components, current and former employees, and of official and non-official documents submitted by other U.S. Government organizations, including the National Archives and Records Service.

Milestones

1. Develop a plan for centralized classification review of official and non-official documents submitted by Agency components, other U.S. Government organizations, and Agency employees or former employees.
2. Provide support to other Government agencies in review of official records and manuscripts to determine the need for continued protection of material which contains information of interest to CIA.
3. Complete the initial development phase of the Released Information Management System and build up the data base as rapidly as possible.
4. Update guidelines for review of SAEs and prepare briefing material for personnel officers who are responsible for having departing employees prepare their SAE.

O - Scheduled  
X - Actual

Office: Office of the Director of Information Services

Objective Statement: Maintain and refine capability for classification review consistent with Executive orders and Agency regulations.

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ [REDACTED] FY 84

Date Submitted: 30 September 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Prepare the written proposal for Agency centralized review.		0										
Complete the development of the RIMS system.			0									
Input 1,500 items into the RIMS data base (presumes one part-time contract annuitant working solely on this project.)			0									
Update guidelines for review of SAEs and prepare briefing material for personnel officers who are responsible for having departing employees prepare their SAE.			0									